

Meeting Minutes
Department of the Interior Publishing Council
February 23, 2006
10:00 a.m. – Noon EST

Membership

Bert Simon, Chair	USGS	
Mark Newcastle, Vice-Chair	FWS	Not Present
Gina Bowman-Johnson	MMS	Not Present
Lee Campbell	BLM	
Jim Chase	NBC	
Pat Corrigan	OS/PAM	Not Present
Curtis Foust	BIA	Not Present
Jerry Buckbinder	NPS	Not Present
Margaret Quick	OSM	Not Present
Barry Waryanka	BOR	
Vicki Romero, Recorder	BOR	

GPOExpress

GPO has officially announced GPOExpress, in spite of the piloting phase getting a late start. The formerly named “authorization card” is now labeled the GPOExpress Card.

GPO national account managers (NAMs) are aggressively promoting GPOExpress to their customers and encouraging signups without regards to internal agency controls. Bert has sent an e-mail to all NAMs about the process Interior is working under, which is that we are piloting the program and will open the program for departmentwide participation after the conclusion of the pilot and the procedures have been developed.

As the program is being communicated nationwide, Bert suggested that we inform Interior offices of the process Interior was employing regarding this matter. He has drafted such a memorandum with a list of Council representatives and submitted it to Pat for consideration.

Bert expressed that our policy will establish the criteria for obtaining the GPOExpress card; this should be concise just as put forth in our copying policy. Mark wants printing people to have it. Lee has some printing people and field personnel who will need it. Bert said that with USGS being widespread, the card will not be limited to printing people and field offices will also get it. Bert asked that everyone send an e-mail to him on their thoughts. Lee said the MOA is very good and it says enough but not too much.

Bert wants to look at the BACs and the SF-1 process (i.e., who processes the SF-1s?) Interior has an extensive inventory of BACs already. We should validate these. Barry is

concerned that should we get a lot of activity, he would prefer obtaining additional BAC's for these locations in addition to the existing one.

Barry will want to get a signed copy of the MOA before using the card. According to Bert, Brian Mano (GPO) the MOA has been signed and Bert will send out a signed copy upon receiving it.

Lee does not have cards yet and will use them sparingly. He is concerned that Denver's term contract may go by the wayside and he needs to look at the prices in comparison to GPOExpress.

Copy Work Form

Barry inquired into the status of the copy work form getting a form number. This is a long-standing issue. Vicki indicated that she would followup with the Department contact.

SPA Program Status

GPOExpress has taken precedence over our policy development on the SPA, although the draft policy is done. We had an issue with the \$10,000 procurement authority, which remains unresolved. Barry said that Denver RPPO has not been able to provide a vendor list to Reclamation. He will get an SF-1 ready to join the Washington vendor list. He also wants to get Colorado and Utah participants.

Copier Program Initiative

Bert provided members with a rough template for establishing the BPA solicitation and requests members' feedback. He combined input from Lee and Barry.

The Council agreed that we needed to get a datacall to document our inventory of copiers. The datacall format would be in Excel. Barry volunteered to develop the Excel file.

Once release, the data collection should be no more than 30 days. We opted for 3 weeks.

Items under consideration: Using GSA schedule vendors; ability to include vendor specials; determining the number of vendors on BPA; determining the evaluation criteria; service capability.

Jim suggests issuing policy before tackling the issue. Bert agrees as he had indicated previously that the DM chapter on reprographic equipment needs to be updated and include the use of the DI-1866 and reinforces the approval process.

There is interest in desktop printers management as expressed by Jim and Barry. Jim advises that we need to consider taking the lead in managing office document production to more effectively use existing resources. Jim is looking at networking, copier, printer,

scanners, personal printers. He is performing a test with PAM presently, and will apprise the Council of the results. Barry also indicates that he was pursuing looking at printers and looking to do a needs assessment.

JCP draft regulations status:

Bert found parts that needed refining and is meeting with the Executive Board members of the ICPPS to resolve these issues.

One item in particular is that the CPPMO is not defined and there is a need to define it and give recognition to the necessary expertise of printing officials, whereas it should be manned and led by printing professionals.

Other Topics

The JCP Report period ending is coming March 31. Bert will send something out to the Council asking that we provide the information to him. The bureaus will canvas their offices and ask for responses within 2 weeks.

The Council's scheduled dates have been confirmed in Denver.

Bert said that Barry had asked about the publishing conferences that are held every few years. Bert said that he has not heard any thing from the USGS publishing people who conduct the conference. It is not likely that they would have a conference this year. He said that the USGS publishing group has gone through a re-organization relating to A76 and they are now known as an HPO (High Performance Organization) and is now divided into 3 regions, structured under the Geospatial Information Office. Greg Allord is the head of the publishing group.

Pat had responded to Barry regarding the Acquisitions conference that is being held in late May or early June (with location to be determined, but is in the DC area) and suggested that the Council piggy back on it. It would be a good opportunity for the publishing Council to report on progress on policy and GPOExpress.

Bert revealed that he would examine the ICPPS in concert with GPO, having a conference. This would enable Federal agencies getting together possibly as soon as 2007. GPO is now relying on representatives to go out to the fields. They should be able to communicate to all, pull the people together and get the same communication. He said that having the Public Printer speak at the last USGS conference was a big plus.

The meeting adjourned at the appointed time.